

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Stores Driver

JOB CLASSIFICATION Stores Driver

DOT TITLE Inventory Clerk

DOT NUMBER 222.387-026

DEPARTMENT Transportation

DIVISION Transit

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 2

CONTACT'S NAME & TITLE Heather Kilborn, Supervisor of Vehicle Maintenance

CONTACT'S PHONE 206-684-2229

ADDRESS OF WORKSITE

12200 East Marginal Way South
Seattle, WA 98168

VRC NAME Kyle Pletz

DATE COMPLETED 6/12/07

WORK HOURS Presently the shifts are: Days 6:00am-2:30pm Monday through Friday or swing 2:00pm-10:30pm Monday through Friday. This is subject to change to any shift any day.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Optional and rare, on an emergency basis.

JOB DESCRIPTION

Operate a vehicle to deliver parts and mail to several designated Metro work locations and locations other than Metro facilities. Drive a vehicle to pick up and deliver equipment and their related parts. Operate warehouse equipment such as but not limited to pallet jacks and forklifts to load and unload vehicles. Ability to prepare loads for a safe transit. Ability to make deliveries without experiencing loss or damage to the parts.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

The position requires the ability to read and write in English in order to carry out written instructions and to complete paperwork including fuel and maintenance logs, bills of lading, and routine monthly

summary reports. The ability to apply basic math skills such as addition, subtraction and number comparison is required to perform reconciliation of shipped quantities against actual counts. A Class B Commercial Driver's License (CDL) with air brake endorsement is required at the time of hire. The position requires a good driving record, and applicants' driving history will be verified through the State of Washington Department of Licensing or other appropriate State D.O.L.. Six months experience as a delivery driver working in an environment where there was required adherence to a predetermined schedule for pick up and/or delivery. Ability to safely drive large delivery vehicles e.g. flatbed trucks and one ton cargo vans on a time schedule and knowledge of the operation of materials handling equipment such as forklifts and pallet jacks are required. The work requires knowledge of King County and Seattle City streets, and/or the ability to find locations with the use of a map. Contact is primarily with co-workers and intradepartmental personnel for the purpose of providing and exchanging information. Good public relations skills and the ability to establish and maintain positive, effective working relationships by promoting mutual respect and acceptance of fellow employees in a diverse workgroup are required. The employee is also expected to participate cooperatively and constructively in group problem-solving and decision making as a member of the Stores Section team.

ESSENTIAL FUNCTIONS

1. Operate a variety of equipment such as forklifts and pallet jacks to load and unload Stores vehicles.
2. Drive a Metro vehicle to deliver parts and mail in accordance with a predetermined schedule.
3. Make special deliveries and pick ups to other work and/or business locations.
4. Separate out broken parts (core) from good parts and put the cores away.
5. Route appropriate paperwork to correct locations in a timely manner to facilitate prompt processing.
6. Maintain mileage, fuel and maintenance logs to document vehicle usage and operating condition.
7. Perform other general duties as assigned.

PERSONAL PROTECTIVE EQUIPMENT USED

Gloves, steel toed boots or shoes, eye protection, ear protection and coveralls.

OTHER TOOLS & EQUIPMENT USED

Forklifts (electric and fuel powered), pallet jack, hand truck, electric hoist, jib crane, hammers, pry bars, banding equipment, phones, pallets, two way radio, county van and other vehicles as assigned.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Heavy—exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 11-20 pounds of force constantly to move objects.

Standing

Health Care Provider initials if restricted_____

Occasionally on slight inclines, cement, asphalt, linoleum, uneven ground and carpet surfaces for up to 15 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while loading and unloading materials/parts and packing/unpacking crates.

Walking

Health Care Provider initials if restricted_____

Frequently on slight inclines cement, asphalt, linoleum, uneven ground and carpet surfaces for distances of up to 300 feet for up to 1.5 hours at a time for up to 3.5-4 hours total in a work shift. Most commonly occurs while loading and unloading materials/parts and traversing to/from facilities.

Sitting

Health Care Provider initials if restricted_____

Frequently to continuously on a truck seat or forklift seat for up to 1.5 hours at a time for up to 6 hours total in a work shift. Most commonly occurs while driving a county truck and when operating a forklift.

Climbing stairs

Health Care Provider initials if restricted_____

Rarely to occasionally for up to 2 minutes at a time while climbing up to 24 steps at time for up to 10-15 minutes total in a work shift. Most commonly occurs while when working in a two floor facility and when using rolling staircases at the warehouses. An elevator is available on most occasions.

Climbing

Health Care Provider initials if restricted_____

Rare to Occasionally on a ladder or step ladder to heights of up to 6 feet for up to 5 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs while using a rolling ladder/staircase or step ladder to place and retrieve items from upper shelves. The employee also climbs when getting on and off the forklift and in/out of the truck.

Balancing

Health Care Provider initials if restricted_____

Occasionally for up to 3 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs while working around loading docks, truck decks, using ladders and traversing uneven or slick ground.

Bending neck up

Health Care Provider initials if restricted_____

Frequently for up to 5 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while operating a truck, forklift and opening or closing boxes and crates.

Bending neck down

Health Care Provider initials if restricted_____

Frequently for up to 5 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while writing and reviewing shipping/receiving documents; operating a truck, forklift and opening or closing boxes and crates.

Bending/Stooping

Health Care Provider initials if restricted_____

Frequently and highly repetitive for up to 4 minutes at a time for up to 2-3 hours total in a work shift. .

Most commonly occurs while writing and reviewing shipping/receiving documents, loading, unloading and securing parts for transport and driving. The employee can alternate bending/stooping with kneeling or squatting in accordance with preference.

Kneeling

Health Care Provider initials if restricted_____

occasionally to frequently for up to 4 minutes at a time for up to 2-3 hours total in a work shift. Most commonly occurs while writing and reviewing shipping/receiving documents, loading, unloading and securing parts for transport and driving. The employee can alternate kneeling with bending/stooping or squatting in accordance with preference.

Squatting

Health Care Provider initials if restricted_____

Occasionally to frequently for up to 4 minutes at a time for up to 2-3 hours total in a work shift. Most commonly occurs while writing and reviewing shipping/receiving documents, loading, unloading and securing parts for transport and driving. The employee can alternate squatting with bending/stooping or kneeling in accordance with preference.

Operating Controls with Feet

Health Care Provider initials if restricted_____

Frequently to continuously for up to 1.5 hours at a time for up to 6 hours total in a work shift while operating a forklift as well as when driving a county truck to pick up parts at various locations.

Reaching above shoulder height

Health Care Provider initials if restricted_____

Occasionally for up to 1 minute at a time for up to 30 minutes total in a work shift while loading, unloading and securing loads.

Reaching at waist to shoulder height

Health Care Provider initials if restricted_____

Frequently for up to 1-2 hours at a time for up to 6 hours total in a work shift while operating a forklift, writing, loading, unloading and securing loads.

Reaching at knee to waist height

Health Care Provider initials if restricted_____

Occasionally for up to 2 minutes a time for up to 30 minutes total in a work shift while sweeping the work area/truck, loading, unloading and securing loads.

Reaching at floor to knee height

Health Care Provider initials if restricted_____

Occasionally for up to 2 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while loading, unloading, securing parts for transport and driving.

Lifting 1-10 pounds

Health Care Provider initials if restricted_____

Occasionally for up to 1 minute at a time for up to 30-60 minutes total in a work shift. Most commonly occurs when loading, unloading and securing parts for transport.

Carrying 1-10 pounds

Health Care Provider initials if restricted_____

Occasionally for distances of up to 50 feet for up to 2 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 2-7 pounds while transporting supplies such as hand tools and various parts.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 30 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 12-18 pounds while manipulating supplies such as brake pads, binder straps, cases of spray-paint and absorbent mats.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 50 feet for up to 1 minute at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 12-18 pounds while transporting supplies such as small parts and components for the coaches. A cart is available to reduce carrying.

Lifting 21-50 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 10 seconds at a time for up to 5-10 minutes total in a work shift. Most commonly occurs with weights of 25-50 pounds while manipulating 5-gallon buckets of oil (40 pounds), drums, motors and various equipment parts such as starters, alternators etc. The employee can use a hoist to reduce lifting.

Carrying 21-50 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 20 feet for up to 30 seconds at a time for up to 1.5 hours total in a work shift. Most commonly occurs with weights of 25-50 pounds while manipulating various equipment parts and components. The employee can use a hand cart to reduce carrying.

Lifting 51-100 pounds

Health Care Provider initials if restricted _____

Rarely for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 60-70 pounds while manipulating parts and components. The employee can use hoists and assistance for lifting items over 50 pounds; there is no requirement for lifting over 50 pounds.

Carrying 51-100 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 60-70 pounds while transporting parts and components. The employee can use a cart to reduce carrying; there is no requirement for carrying over 50 pounds..

Pushing and Pulling

Health Care Provider initials if restricted _____

Occasionally for distances of up to 50 feet with a force of 1-20 pounds for up to 5 minutes at a time for up to 1 hour total in a work shift while using a hand cart as well as loading, unloading, and securing parts for transport.

Handling

Health Care Provider initials if restricted _____

Frequently to continuously for up to 1.5 hours at a time for up to 6 hours total in a work shift while stocking supplies and completing orders for customers. The employee also handles when sweeping, manipulating boxes and driving.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Frequently to continuously for up to 1.5 hours at a time for up to 6 hours total in a work shift while driving a forklift and county truck.

Fingering

Health Care Provider initials if restricted _____

Frequently to continuously for up to 2 hours at a time for up to 6-7 hours total in a work shift while writing and manipulating documents. The employee also fingers while manipulating items such as bolts, screws, nuts and gaskets.

Talking

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 1-2 hours total in a work shift while conversing with customers, supervisors and co-workers.

Hearing

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 8 hours total in a work shift while conversing with customers, supervisors and coworkers as well as when identifying moving machinery, driving, alarms and radio calls.

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 8 hours total in a work shift while operating a forklift, reading stock orders, completing work orders and performing inventory duties and driving.

Working with Heightened Awareness

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 8 hours total in a work shift while identifying potential hazards such as moving machinery and large trucks as well as when operating a forklift around people. Continuously while driving a vehicle to transport parts and equipment.

ENVIRONMENTAL FACTORS

Work is generally performed out of doors when picking up and delivering parts and mail. Exposure to hazardous road/driving conditions due to inclement weather is expected.

The noise level is

Approximately 40-130 decibels. The noise is caused by trucks/forklift, heavy equipment and air tools.

HCP Initials if Restricted

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Work environment may include the following exposure(s):

Outside weather: Frequently

Fumes: Occasionally

Odors: Frequently-Continuously

Dusts: Frequently

Moving mechanical parts: Frequently

Vibration: Frequently

Working in high, exposed places: Occasionally (loading dock)

Toxic or caustic chemicals: Rare

HCP Initials if Restricted

POTENTIAL MODIFICATIONS TO JOB

A cart/rolling bins can be used to reduce carrying.

Hoists and jib cranes can be used to reduce lifting.

Assistance and hoists are available for all items over 50 pounds.

KING COUNTY JOB ANALYSIS COMPLETED ON:
JOB TITLE: Store Driver
EMPLOYEE:

DOT #: 222.387-026
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SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

KING COUNTY JOB ANALYSIS COMPLETED ON:
JOB TITLE: Store Driver
EMPLOYEE:

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HEALTH CARE PROVIDER SECTION

Check all that apply

- ☐ The employee is released to perform the described duties without restrictions on performance or work hours as of _____.
- ☐ The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is: _____
☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is released to perform the described job with the following modifications: _____

☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is not released to perform the described duties due to the following job functions: _____

☐ Temporary until _____ ☐ Permanent effective _____
- ☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date